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This document forms part of the Preliminary Guide to the University of Washington School of Drama Records. To find out more about the history, context, arrangement, availability and restrictions on this collection, click on the following link:

http://digital.lib.washington.edu/findingaids/permalink/UA19_18_00UWSchoolDrama/

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RECORDS TRANSMITTAL AND RECEIPT

TO BE COMPLETED AT UNIVERSITY RECORDS CENTER

ACCESSION NO. 75-2	RECORD GROUP NO. 19.18.1
SIGNATURE	DATE RECORDS RECEIVED 4-7-75
TITLE Records Center Manager	

INSTRUCTIONS
Send original and one copy to University Records Center.

FROM: (Name and address of Agency transferring records)
**School of Drama W.U. DRAMA SCHOOL
BH-20**

TO: University Records Center
3902 12th Avenue N.E.
HO-10

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED 3' 2 1/2" 3' 10 1/2"
A. OFFICE	B. STORAGE	A. FILE CABINETS (No.)	B. TRANS. FILES (No.)	C. SHELVING (Lin. Ft.)	
5. NAME OF AGENCY CUSTODIAN OF RECORDS			6. BUILDING AND ROOM NO.		7. TELEPHONE NO.
8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
9. AGENCY OFFICIAL (Signature)			10. TITLE		11. DATE

12. BOX NUMBERS		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records.)	14. RETENTION PERIOD
URC ONLY	AGENCY		
T0939 a-d 11497d	1	<p align="center">Records of the School of Drama Theatre Productions</p> <p><u>Touring Theatre 1947-51</u></p> <p>General Correspondence Administrative Correspondence, UW Instructions, Bulletins, etc. Company Manager's Correspondence Seattle Jr. Program Correspondence School of Drama Correspondence</p> <p>Annual Reports, Company Manager Reports, Summary of Operations, etc.</p> <p>Subject Series Administration: New Prospects Vehicles Central Stores Requisitions City Tax Company Manager's Notes Customs and Immigration Procedure for Entering Canada Expense Account (Touring Theatre Manager) Extension Center Theatre Financial Returns by Performances Guest Lists--Opening Nights Inquiries about Touring from Other States Invoices Mailing Lists Monthly Receipt Recap Outline of Suggestions Made by 1948-49 Troupe Personnel: Employment Agreements Petty Cash Vouchers Press and Purchasing Requisitions</p>	Archival

**RECORDS TRANSMITTAL
AND RECEIPT
(CONTINUATION)**

 AGENCY
School of Drama

 DATE
4-7-75

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	RETENTION PERIOD
URC ONLY	AGENCY		
11197d	1	<u>Touring Theatre 1947-51 (cont.)</u> Subject Series (cont.) Publicity: "Canned" Radio and Newspaper General Newspaper Clippings Spec. Art. and Correspondence Publicizing Touring Theatre through Clubs Public Relations: Sponsor and Community Comments Student Comments Project — Richfield "Success Story" Rockefeller Grant Schedules Stage Dimension Sheets Study Guides Suggestions from Technician Dick Cooper Ticket Inventory Ticket Invoices Transportation, Maps, Ferry Schedules, Motels, etc. Tour Sponsorship and Scheduling (by community, institution or individual) A B-Z	Archival
11197e	2		
11197f	3	<u>Actor and Actress Photos</u> n.d.	
11197c	4	<u>Tryout Theatre 1945-51</u> <u>Plays from the Collection of Barrett H. Clark</u> n.d. <u>Miscellaneous Announcements, Programs, etc.</u> 1930-70 <u>Showboat Theatre Twentieth Anniversary</u> 1958 [No Box 5]	
11144e	6-9 5-8 ↖	<u>Miscellaneous Blueprints, Plans, Drama Class</u> <u>Projects, etc.</u> n.d. (re-numbered during Allen move, 9/90)	